### **Curriculum Vitae**

### **ARNAB KUMAR BHATTACHARYYA**

## Mob: +917686859454

## Email-id: arnab.bhattacharyya36@yahoo.com

**Goal in life:**To achieve professional satisfaction, career progression and personal development

Working in a learning environment that encourages growth. Utilize my

Organizational skills and analytically problem solving skills in dealing with clients.

**Experience Summary:**

* Working at **INFYACT TECHNOLIGIES** as **BUSINESS DEVELOPMENT EXECUTIVE** from Nov 2015

Job Role: Generating business through online freelancing portal likes freelancer, Upwork. Handling clients, creates proposals through mail or document, maintaining clients requirements and generates business so after.

* Worked at VSPS Digital Pvt. Ltd as **Digital Marketing Associate**from Jan 2015- Oct 2015.

Job Role: Create email campaign to promote products, ensure message is conveyed properly and delivered, send messages those who opted for messages, creates database of emails for lead generation, follow up respondents, place orders for products, used stat analysis and reports to create campaigns.

* Previously worked as **Business Development Executive** in**TATA AIA LIFE INSURANCE**

Since April 2014-November 2014.

Job Role: Dealings with clients, Provides service to clients changing insurance needs by selling life,

Health, and disability insurance.

**Educational Qualification:**

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| **Examination** | **Year** | **Board/university** | **School/college** | **Marks** |
| MBA in Marketing | 2014 | PUNJAB TECHNICAL UNIVERSITY | IISD | 61.01% |
| B.C.A | 2011 | W.B.U.T | MEGHNAD SAHA INSTITUTE OF TECHNOLOGY | 69.80% |
| 10+2 | 2008 | West Bengal Council of Higher Secondary Education | NAIHATI NARENDRA VIDYANIKETAN | 67.20% |
| 10 | 2006 | West Bengal Board of Secondary Education | BHATPARA AMARKRISHNA PATHSALA | 72.00% |

**Computer Proficiency:**

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| --- | --- |
| **Program** | **Coverage** |
| OS Known | MS-DOS, XP/Windows 7/ Windows 8 / Windows 10 |
| Application Knowledge | MS Office Package  ( Word , Excel , PowerPoint , Publisher , Outlook) |
| Server Knowledge | Windows 2003/2008, MS Exchange Server |
| One month certification course from CMC LTD on Multimedia on web. | Multimedia applications |

**Key Skills:**

* Ambitious, Enthusiastic, Creative and Dedicated to Work.
* Time management and Smart working nature.
* Motivational skills and Easy Communication.
* Working efficiency guaranteed maintenance of documentation.

**LinguisticsProficiency:**

* BENGALI( Read, Write, Speak)
* HINDI ( Read, Speak)
* ENGLISH (Read, Write, Speak)

**Personal Details:**

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| Date of Birth | 23/09/1990 |
| Nationality | Indian |
| Sex | Male |
| Marital status | Married |
| Permanent Address | 221, Mitra Para Road, Naihati, Dist- 24 PGS(N),  PIN- 743165, WEST BENGAL |
| phone no | Same as above |
| Hobbies | Listening Music,Gaming,Making friends,Travelling,  Internet Surfing |

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| **DECLARATION** |
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| I hereby declare that the information furnished above is true to the best of my knowledge & belief.  Date:21/3/2017 ARNAB KUMAR BHATTACHARYYA |